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APPROVED BY: M/DGHR:WRPEARSON
M:RMAXWELL M/DGHR:JOKEEFE M/DGHR:RAWHITESIDE
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FM SECSTATE WASHDC
TO ALL DIPLOMATIC AND CONSULAR POSTS COLLECTIVE
SPECIAL EMBASSY PROGRAM COLLECTIVE
AMEMBASSY BAGHDAD
AMEMBASSY BUJUMBURA
AMEMBASSY DUSHANBE
AMEMBASSY KHARTOUM
USLO TRIPOLI
AMEMBASSY GEORGETOWN
REO MOSUL 0000
REO BASRAH 0000
REO KIRKUK 0000

UNCLAS STATE 031108

CORRECTED COPY - FOR CLEARANCE LINE
FOR MANAGEMENT OFFICER AND CLO FROM FLO

E.O. 12958: N/A
TAGS: AMGT, APER, KFLO
SUBJECT: EMPLOYMENT OPPORTUNITY IN THE FAMILY LIAISON
OFFICE

1. THE FOLLOWING IS A VACANCY ANNOUNCEMENT IN THE FAMILY
LIAISON OFFICE (M/DGHR/FLO). PLEASE PASS TO CLO
COORDINATOR AND PUBLISH WIDELY IN YOUR MISSION. PLEASE
SEND A COPY TO FAMILY MEMBERS INTERESTED IN EMPLOYMENT AND
RETURNING TO WASHINGTON, D.C IN THE NEAR FUTURE.

2. TITLE: CLO SUPPORT OFFICER, FAMILY LIAISON OFFICE
(M/DGHR/FLO), GS-0301-12, FULL TIME, 2-YEAR LIMITED
APPOINTMENT, EXCEPTED SERVICE, SCHEDULE A. THIS APPOINTMENT
IS NOT IN THE COMPETITIVE SERVICE. THE SELECTED CANDIDATE
WILL RECEIVE A 2 YEAR NON-CAREER TERM APPOINTMENT WITH
BENEFITS (FERS, TSP, FEGLI AND FEHB).

3. SUMMARY AND BACKGROUND: FAMILY LIAISON OFFICE CLIENTS

INCLUDE FOREIGN SERVICE AND CIVIL SERVICE EMPLOYEES AND THEIR FAMILY MEMBERS PREPARING FOR, SERVING ABROAD, OR RETURNING TO THE UNITED STATES. FLO'S MAJOR AREAS OF INTEREST ARE EDUCATION AND YOUTH, FAMILY MEMBER EMPLOYMENT, NATURALIZATION ASSISTANCE AND SUPPORT SERVICES. WE DELIVER THESE SERVICES IN THESE AREAS THROUGH COUNSELING, TRAINING, BRIEFINGS, ONLINE PUBLICATIONS AND THE CLO PROGRAM. THERE ARE OVER 170 CLO POSITIONS WORLDWIDE. THE INCUMBENT OF THIS FULL-TIME POSITION WORKS UNDER THE DIRECTION OF THE DEPUTY DIRECTOR OF THE FAMILY LIAISON OFFICE AND IS THE PRIMARY POINT OF CONTACT FOR THE WORLDWIDE COMMUNITY LIAISON OFFICE COORDINATOR CORPS. TO LEARN MORE ABOUT THE FAMILY LIAISON OFFICE VISIT OUR WEBSITES.

INTRANET: [HTTP://HRWEB.HR.STATE.GOV/FLO/INDEX.HTML](http://hrweb.hr.state.gov/flo/index.html)

INTERNET: [HTTP://WWW.STATE.GOV/M/DGHR/FLO](http://www.state.gov/m/dghr/flo)

4. MAJOR DUTIES

A) THE INCUMBENT OF THIS POSITION PERFORMS THE FOLLOWING MAJOR DUTIES ON A REGULAR AND RECURRING BASIS, ALTHOUGH THIS LIST IS NOT ALL INCLUSIVE.

B) COORDINATES, PLANS, AND FACILITATES OVERSEAS REGIONAL AND WASHINGTON TRAINING CONFERENCES FOR CLO COORDINATORS.

C) SETS CLO GRADE DETERMINATIONS.

D) PROVIDES SUPPORT, GUIDANCE AND MENTORING TO CLOS THROUGH FREQUENT CONTACT ON-LINE OR DIRECTLY.

E) PROVIDES EXPERTISE AS A TRAINER AND FACILITATOR, MENTORING OTHER FLO STAFF IN DEVELOPING TRAINING MODULES.

F) WORKS WITH OFFICES IN THE DEPARTMENT OF STATE TO SUPPORT THE CLO PROGRAM PROVIDING STATISTICS, BRIEFINGS, BEST PRACTICES AND RATIONALE FOR PROGRAM SUPPORT.

G) MAKES RECOMMENDATIONS ON CLO HR POLICY THAT MAY CHANGE THE MANNER IN WHICH THE PROGRAM FUNCTIONS.

H) WRITES ARTICLES, POLICY PAPERS, BRIEFING PAPERS AND OTHER MATERIALS FOR PUBLICATION.

I) BRIEFS MANAGEMENT OFFICERS AND HR PROFESSIONALS IN THE DEPARTMENT OF STATE AND OTHER US GOVERNMENT AGENCIES REGARDING THE CLO PROGRAM AND CONDITIONS AFFECTING THE OVERSEAS COMMUNITY. CONTRIBUTES TO THE CONTENTS AND UPDATES OF CLO 101.

J) ADMINISTERS AND MONITORS THE CLO LISTSERV.

K) ALERTS FLO MANAGEMENT TO TRENDS AND EMERGING ISSUES SPECIFIC TO INDIVIDUAL POSTS AND WORLD REGIONS.

L) DEBRIEFS CLO COORDINATORS WHEN THEY ARE IN WASHINGTON.

5. QUALIFICATIONS/RANKING FACTORS

A) CANDIDATE MUST BE A US CITIZEN AND HAVE A MINIMUM OF 5 YEARS EXPERIENCE GENERALLY GAINED THROUGH FIRST-HAND EXPERIENCE LIVING OR WORKING IN A U.S. EMBASSY OR CONSULATE COMMUNITY ABROAD THAT PROVIDED OPPORTUNITY TO GAIN AND DEMONSTRATE:

B) KNOWLEDGE OF SCOPE AND COMPLEXITY OF CLO PROGRAM AND THE NEEDS OF THE FOREIGN SERVICE COMMUNITY IN ORDER TO EFFECTIVELY MANAGE THE WORLDWIDE CLO PROGRAM.

C) ABILITY TO DESIGN, DELIVER AND EVALUATE TRAINING MATERIALS FOR THE ADULT LEARNER AND TO ORGANIZE AND FACILITATE BRIEFINGS, PRESENTATIONS, AND WEEK LONG TRAINING EVENTS.

D) ABILITY TO WRITE CLEARLY AND CONCISELY ON BOTH TECHNICAL AND NON-TECHNICAL SUBJECTS.

E) ABILITY TO INTERACT WITH OTHERS AND LEAD FLO TEAM EFFORTS.

F) KNOWLEDGE AND BASIC USER SKILL WITH COMPUTER PROGRAMS SUCH AS MICROSOFT WORD, POWERPOINT, AND FAMILIARITY WITH EMAIL AND LIST SERVE TOOLS.

6. HOW TO APPLY: INTERESTED INDIVIDUALS MAY SUBMIT ONE OF THE FOLLOWING: AN OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF-612), A SF-171, A RESUME OR ANY OTHER WRITTEN FORMAT (SEE IMPORTANT INSTRUCTIONS FOR SUBMITTING A RESUME AT THE END OF THIS ANNOUNCEMENT). IN ADDITION, EACH CANDIDATE MUST SUBMIT A SUPPLEMENTAL STATEMENT THAT ADDRESSES EACH RANKING FACTOR IN THIS ANNOUNCEMENT AND EXPLAINS IN DETAIL HOW THE APPLICANT'S EXPERIENCE (PAID OR UNPAID), EDUCATION OR SPECIAL TRAINING RELATES TO THOSE QUALIFICATIONS (SEE NUMBER 4 UNDER ADDITIONAL INFORMATION).

APPLICATIONS WHICH ARE INCOMPLETE OR MAILED IN GOVERNMENT ENVELOPES WILL NOT BE CONSIDERED. SEND APPLICATIONS TO MS. BRENDA MARSHALL, HR/EX, ROOM H726, SA-1, DEPARTMENT OF STATE, WASHINGTON, D.C. 20520. APPLICATIONS MAY ALSO BE FAXED TO MS. MARSHALL ON (202) 663-2371. THE APPLICATION MUST BE RECEIVED BY CLOSE OF BUSINESS, FRIDAY, MARCH 11, 2005. IF THERE ARE ANY QUESTIONS REGARDING THIS ANNOUNCEMENT INCLUDING QUESTIONS ABOUT EXCEPTED SERVICE, RELEVANCE OF EXECUTIVE ORDER ELIGIBILITY, PAY OR BENEFITS PLEASE CALL LESLIE TEIXEIRA, DEPUTY DIRECTOR, M/DGHR/FLO, ON (202) 647-1076. OVERSEAS APPLICANTS MAY WANT TO EMAIL, CABLE, OR FAX (202-647-1670) THEIR INTENTION TO APPLY TO MS. TEIXEIRA. FLO HOPES TO FILL THIS POSITION IN TIME FOR THE INCUMBENT TO START WORK EARLY MAY, 2005.

QUALIFIED APPLICANTS CAN BE INTERVIEWED IN PERSON OR BY PHONE. IT IS NOT NECESSARY TO BE IN WASHINGTON AT THE TIME OF THE INTERVIEW.

7. EVALUATION METHOD: DETERMINATION OF BASIC ELIGIBILITY AND EVALUATION OF THE APPLICANT'S EXPERIENCE, EDUCATION AND TRAINING WILL BE BASED SOLELY ON A REVIEW OF THE FEDERAL APPLICATION OR RESUME. IT IS IMPERATIVE THAT THE INFORMATION PROVIDED BE IN SUFFICIENT DETAIL TO PERMIT ACCURATE EVALUATION OF ELIGIBILITY AND BACKGROUND AS THEY RELATE TO THE QUALIFICATION REQUIREMENTS LISTED IN THE ANNOUNCEMENT.

8. ADDITIONAL INFORMATION: 1. ALL CURRENT FEDERAL EMPLOYEES AND REINSTATEMENT ELIGIBLES MUST SUBMIT A CURRENT PERFORMANCE APPRAISAL AND A SF-50 SHOWING PROOF OF COMPETITIVE STATUS. (IF A CURRENT PERFORMANCE APPRAISAL DOES NOT EXIST, A FORM DS 1812 (APPLICANT APPRAISAL) OR EQUIVALENT FORM FROM ANOTHER AGENCY, SIGNED BY THE CURRENT SUPERVISOR, IS ACCEPTABLE, OR IF THE PERFORMANCE APPRAISAL OF RECORD DOES NOT FULLY ADDRESS THE RANKING FACTORS, THE DS 1812 MAY BE SUBMITTED.) 2. ALL APPLICANTS CLAIMING VETERANS' PREFERENCE MUST PROVIDE PROOF OF ELIGIBILITY. 3. ALL OTHER APPLICANTS (NON-STATUS) MUST SUBMIT INFORMATION IDENTIFIED ABOVE. 4. ALL APPLICANTS MUST SUBMIT INFORMATION THAT ADDRESSES THE SPECIFIC RANKING FACTORS (QUALIFICATIONS) IN THIS ANNOUNCEMENT. 5. ALL APPLICANTS SHOULD SUBMIT SF-181, RACE AND NATIONAL ORIGIN FORM (FOR STATISTICAL PURPOSES ONLY).

PRIVACY ACT INFORMATION: THE OFFICE OF PERSONNEL MANAGEMENT AND OTHER FEDERAL AGENCIES RATE APPLICANTS FOR FEDERAL JOBS UNDER THE AUTHORITY OF SECTIONS 1104, 1302, 3301, 3304, 3320, 3361, 3393, AND 3394 OF TITLE 5 OF THE UNITED STATES CODE. THE INFORMATION REQUESTED IS NEEDED TO EVALUATE YOUR QUALIFICATIONS. OTHER LAWS REQUIRE INQUIRING ABOUT CITIZENSHIP, MILITARY SERVICE, ETC.

9. INFORMATION FOR THOSE WHO WISH TO SUBMIT A RESUME: PLEASE NOTE THAT ALTHOUGH NEITHER THE FORMAT NOR A PARTICULAR APPLICATION FORM IS SPECIFIED, THERE IS CERTAIN INFORMATION THAT APPLICANTS MUST PROVIDE IN ORDER TO DETERMINE IF THE LEGAL REQUIREMENTS FOR FEDERAL EMPLOYMENT HAVE BEEN MET AND TO EVALUATE ONE'S QUALIFICATIONS. IF A RESUME FORMAT IS USED, IT MUST CONTAIN THE FOLLOWING INFORMATION FOR THE APPLICANT TO BE CONSIDERED FOR THE POSITION.

PERSONAL AND EDUCATIONAL INFORMATION: 1. FULL NAME, MAILING ADDRESS (WITH ZIP CODE) AND DAY AND EVENING PHONE NUMBERS, INCLUDING AREA CODE; 2. SOCIAL SECURITY NUMBER; 3. COUNTRY OF CITIZENSHIP (MOST FEDERAL JOBS REQUIRE U.S. CITIZENSHIP); 4. VETERANS' PREFERENCE (PROOF OF ELIGIBILITY REQUIRED); 5. HIGHEST FEDERAL CIVILIAN GRADE

HELD, INCLUDING SERIES, BEGINNING AND ENDING DATES; 6. NAME, CITY AND STATE OF LAST HIGH SCHOOL ATTENDED AND DATE OF DIPLOMA OR GED; 7. NAME AND STATE OF COLLEGES AND UNIVERSITIES ATTENDED, MAJOR FIELDS OF STUDY, TYPE AND YEAR OF ANY DEGREES RECEIVED (IF NO DEGREE, SHOW TOTAL NUMBER OF CREDITS EARNED AND INDICATE WHETHER THEY ARE IN QUARTER OR SEMESTER HOURS).

WORK EXPERIENCE AND OTHER QUALIFICATIONS: APPLICANTS MUST PROVIDE INFORMATION ON THEIR WORK EXPERIENCE, BOTH PAID AND NON-PAID, THAT IS RELATED TO THE POSITION FOR WHICH THEY ARE APPLYING, INCLUDING: 1. JOB TITLE (SERIES AND GRADE IF FEDERAL EMPLOYMENT); 2. DUTIES AND ACCOMPLISHMENTS; 3. EMPLOYER'S NAME AND ADDRESS; 4. SUPERVISOR'S NAME AND TELEPHONE NUMBER (INDICATE IF WE MAY CONTACT YOUR CURRENT SUPERVISOR); 5. STARTING AND ENDING DATES OF EMPLOYMENT (MONTH AND YEAR); 6. HOURS WORKED PER WEEK; 7. SALARY; 8. ANY OTHER QUALIFICATION, INCLUDING: JOB-RELATED TRAINING (TITLE AND DATE OF COURSE); SKILLS (E.G., LANGUAGES, TYPING SPEED, TOOLS, MACHINERY, COMPUTERS SOFTWARE/HARDWARE); CURRENT LICENSES; OR HONORS, AWARDS AND SPECIAL ACCOMPLISHMENTS (E.G., HONOR SOCIETIES, PUBLICATIONS). 9. EARLY AVAILABILITY IS A DESIRABLE FACTOR.

THE CAREER DEVELOPMENT RESOURCE CENTER CAN FURTHER EXPLAIN APPLICATION DOCUMENTS AND MAY BE CONTACTED AT THEIR WEBSITES.

INTRANET: [HTTP://HRWEB.HR.STATE.GOV/CSP/CDRC/INDEX.HTML](http://hrweb.hr.state.gov/csp/cdrc/index.html)

INTERNET: [HTTP://WWW.STATE.GOV/WWW/CDRC/INDEX.HTML](http://www.state.gov/www/cdrc/index.html)

10. MINIMIZE CONSIDERED.

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